

Short Title: Acceptable Forms of Payment

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Description of Practice/Procedure:

The Department will only accept payment for fees and for any other purposes when made by credit card, cash, check, or money order.

Acceptable checks include pre-printed personal or business account checks or drafts, either in-state or out-of-state. Two-party checks, counter checks or any check not pre-printed with the name and address of the account holder, the name of the subject financial institution and the account number are considered unacceptable forms of payment.

Payment of a civil penalty shall be by credit card, money order, certified check, cashier's check or cash.

If an individual or entity has an outstanding "bad check," no further checks or payment of any other kind for any purpose will be accepted by the Department from that individual or entity until the outstanding check is redeemed, using a credit card, cashier's check, money order, certified check or cash.

The Department will accept one form of payment per transaction.

Authority: A.R.S. §§ 32-2125.01, -2129, -2130, -2186, -2194.02, -2195.02, -2196, -2197.05 and -2198.09 authorize the Commissioner to assess fees and prescribe the amounts to be charged. A.R.S. § 35-142(I) authorizes state agency acceptance of credit card payments pursuant to § 35-315.

Policy Program: Commissioner's Office

Effective Date: February 8, 2008



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